|  |  |  |  |
| --- | --- | --- | --- |
| **objective** | | | |
|  | | Seeking a challenging position in a high growth company with considerable advancement opportunities where my knowledge and skills can be applied and further developed. | |
| **education** | | | |
|  | | 2005 – 2009 Alexandria University  Faculty of Commerce, Business Administration Department. | |
| **skills** | | | |
|  | | **Computer Skills:**   Excellent knowledge of Windows, Microsoft Office   Very Good knowledge of Internet searching skills.   Fast typing {Arabic , English}  **Language Skills:**   Native language Arabic   Fluent command of both written and spoken English  **Personal Skills**   Negotiating skills   Organizing skills, Leading skills   Presentation skills   Communication skills   Witty, self motivated, reliable and understanding.   Ability to work individually and as a co-operative team member | |
| **Experience** | | | |
|  | * **July 2013 – March 2016** Accountant and admin in Water Line CO. for water filtration   **Responsibilities Handled**   * 1. Performing Cash Reconciliation, Bank Reconciliation. * 2. Preparation of Revenue Billing AR. * 3. Preparing various MIS Reports. * 4. Preparing monthly salary sheets.   .5 5. Identifying and correcting discrepancies   * **Aug 2011 ـــ May 2013 Teller at National Bank of Greece (NBG)**   **Responsibilities Handled**   * Process routine account transactions. * Open accounts, including savings and checking. * Help customers fill out deposit and withdrawal slips. * Use adding machine. * Disburse money to customers. * Assist customers at the drive-through window * Handle loan payments and cash checks. * Collect loan and utility payments. * Report suspicious activity to police. * Exchange foreign currency. * Balance currency, cash and checks in cash drawer at end of each shift. * **Oct 2010 – June 2011** Super user for Oracle Financial in BOSS Company * **Nov 2009 – Sep 2010**  Accountant at Al-Rezzy for contracting (UAE)   **Responsibilities Handled**  1. Finalize the day's balance, and prepare and print management reports.   * 2. Investigate and reconcile discrepancies when they occur | |
| **COURSES**     * **Mar 2009 – Aug 2009** Oracle Financial Consultant R12 * **Nov 2007 – Jan 2008**International Computer Driving License (I C D L). * **July 2007 ــ Aug 2007** Training in Cairo & Alexandria Stock Exchange. * **May 2007 – Oct 2007** Marketer at real estate field “part time”. * **Apr 2007** Basics of Fundamental and Technical Analysis course. * **Jan 2007** Completed the training program Introduction to Decision Analysis   **Interests** | | | |
|  | | Traveling, Computer, Internet andReading. | |
| **Personal Information** | | | |
|  | | * Date of Birth: 30/01/1985 (UAE) * Nationality: Egyptian * Marital Status: Single   **First Name of Application CV No:** **1705140**  Whatsapp Mobile: +971504753686  Description: New_logo.gif | |